

OHCAccess Bulletin –1/7/2016

For Distribution to All TSA Employees

W-2 Form Frequently Asked Questions (FAQs)

1. What is the fastest way for me to get my W-2, Wage and Tax Statement?

The fastest way to get your W-2 is to print the electronic version from your Employee Personal Page (EPP): <https://www.nfc.usda.gov/epps>.

2. My W-2 doesn't show that I paid any taxes in 2015. How can that happen?

If your W-2 does not reflect tax deductions from your pay in 2015, please log in to your EPP to make sure that your withholdings are not set to EXEMPT for your state and Federal income taxes. If your Federal tax withholding status is EXEMPT, but you do not want to claim EXEMPT for 2016, please process a change to your Federal tax withholding status in EPP immediately. Taxes will be withheld from your pay based on the effective date of the EPP change request. If you have further questions about your 2015 EXEMPT status, contact the Internal Revenue Service (IRS) directly.

3. Why are the wages on my W-2 different from the wages on my last 2015 Statement of Earnings and Leave (SEL)?

The data on the W-2 includes salary payments for Pay Period 25 of 2014 through Pay Period 24 of 2015. Please keep in mind that Box 1 of your W-2 only lists taxable earnings. Pre-tax deductions (such as deductions made for your Federal Employees Health Benefits [FEHB] plan) are not included in your earnings in Box 1 of your W-2, but they are included in your gross earnings on your SEL.

4. I worked at another Federal agency and was only with TSA for a few months in 2015. The National Finance Center (NFC) sent me a W-2 with my earnings from both agencies on the same W-2. Why didn't I receive two separate W-2s?

If you worked for more than one organization serviced by the National Finance Center (NFC) during the tax year, you will receive a W-2 containing the total wages paid by NFC for all organizations. The W-2 will be issued under the current employing agency.



5. I am currently an active employee and have moved. Can I get a W-2 reprinted with my new address?

A reprint is not necessary. You may submit the W-2 with your previous address to the IRS. However, you should update your address through the Self-Service option of the Employee Personal Page (EPP) for next year's W-2.

6. If I file electronically, what do I do with my W-2 forms?

You will use the information from your W-2 to complete your tax return. After filing, you should retain a copy of the form for your records.

When filing electronically:

- You must provide a copy of the W-2 to the authorized IRS e-file provider before the provider sends the electronic return to the IRS.
- You do not need to send your W-2 to the IRS. You should keep it in a safe place with a copy of your tax return.
- Use Form 8453, *U.S. Individual Income Tax Transmittal for an IRS e-file Return*, located at <http://www.irs.gov/pub/irs-pdf/f8453.pdf>, to submit any paper documents that need to be sent after your return has been accepted electronically.

7. How can I import my W-2 into tax preparation software?

If you have an EPP, you can import your W-2 information from your EPP into tax preparation software. Log on to NFC Knowledge Base of FAQs: <https://www.nfc.usda.gov/kbase/faqs/welcome.asp>. Search: Import. Follow the import instructions for your desired product.

If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov. If you are an executive, please contact the Executive Help Desk at 1-877-872-7991 or ESO@mailserver-hraccess.tsa.dhs.gov.